



UNITED STATES MARINE CORPS
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

CDCO 1601.2
C 06
7 Apr 05

COMBAT DEVELOPMENT COMMAND ORDER 1601.2

From: Commanding General
To: Distribution List

Subj: MARINE CORPS COMBAT DEVELOPMENT COMMAND HEADQUARTERS
STAFF DUTY OFFICER AND DUTY CLERK

Ref: (a) MCBO 1020.1C

Encl: (1) Points of Contact for Package Pickup
(2) Cleaning Crew Responsibilities
(3) Cleaning Crew Inspection Checklist
(4) Snow Removal and Cold Weather Responsibilities
(5) Format for Duty Watch Nomination Submissions

1. Purpose. To publish instructions for the Marine Corps Combat Development Command headquarters staff duty officer (HSDO).

2. Background. The purpose of the HSDO is to preserve order, protect military property, control access and serve as a point of contact for the MCCDC headquarters outside normal working hours.

3. Eligibility

a. Headquarters Staff Duty Officer. All staff sergeants and gunnery sergeant under the administrative control of the CO HqSvcBn are eligible to stand this duty.

b. Assistant Headquarters Staff Duty Officer. All privates through sergeants under the administrative control of the CO HqSvcBn are eligible to stand this duty.

4. Post and Relief

a. The tour of duty is from 0800 to 0800 daily (including weekends and holidays). On workdays, the post and relief will be conducted by the MCCDC sergeant major (in the sergeant major's absence, the CG's administrative chief will conduct the post and relief). On weekends and holidays, the HSDOs will conduct an informal turnover.

b. The HSDO is responsible to the MCCDC chief of staff for the good order, security and police of the MCCDC headquarters building.

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The assistant headquarters staff duty officer (AHSDO) supports the HSDO as required throughout the course of his/her duties. Both the HSDO and AHSDO serve as the direct representative of the chief of staff during the course of their duties.

c. All assigned duties for a weekend, 72-hour or 96-hour liberty period will report to the MCCDC sergeant major at 0800 on the last working day before the start of the special liberty period.

d. Each duty must contact the next day's duty sometime during their tour, but not later than 1600, to ensure a smooth turnover of duty personnel.

e. Prior to completion of turnover, the HSDO will document possession of: (1) HSDO turnover binder, (1) complete set of MCCDC keys, (1) duty log book, (1) delivery log book, (1) computer, (2) duty belts, (1) three-star general officer flag, and (1) two-star general officer flag.

(1) Log Book. The HSDO will maintain the log book and enter all significant events that occur during the tour of duty. This log is a permanent record; entries are to be clear, concise and complete (who, what, when, where, and why).

(2) Turnover Binder. This order and the HSDO turnover binder will be reviewed before reporting to the MCCDC sergeant major for duty.

(3) Assistant Headquarters Staff Duty Officer. The AHSDO shall carry out duties outlined in this order and as directed by the HSDO.

5. Uniform. Both the HSDO and AHSDO will remain in the uniform of the day as prescribed by the reference throughout their tour of duty. Both duties will wear a duty belt and cover to clearly identify themselves. The only exception is during periods of sleep in the duty room.

6. General Instructions

a. Post. During working hours, both duties must be posted at the quarterdeck (with the exception of short meal breaks). If both the HSDO and the AHSDO must temporarily leave the quarterdeck for any reason, the CG Admin office should be called at DSN 278-2665 for someone to cover the desk. After working hours (from 2100-0500), one person must remain on duty and ALERT at all times. The other person may sleep in the duty room. The quarterdeck will never be left unmanned.

b. Tours of the Building and Grounds. The HSDO will check the security of vehicles in the parking lot, the building, and the grounds every 3 hours utilizing the MCCDC floor plans located in the duty binder. Be especially watchful after working hours and during the night.

(1) During the day, spot-check the building and grounds to ensure that the area is clean. Utilize your AHSDO to take care of minor cleanup, such as spills on the tile or trash that has been dropped on the grounds.

(2) During the evening tours, turn off any unnecessary lights and ensure that all coffee pots are turned off.

(3) The evening tours will include an inspection of the security containers and the Protected Distribution System (PDS) in accordance with instructions located in the duty binder.

(4) Before 0530 each weekday morning, ensure the CG's parking area is policed. This includes the area around the CG's POV parking space as well as the entire area in front of the first parking island where his government vehicle is staged. Ensure trash is picked up and note any streetlights not working. Sweep and ensure front hatches are clean.

c. Meals. Duty personnel are authorized to eat in the duty room. The HSDO is required to eat at least one meal at the Headquarters and Service Battalion mess hall (Building 2000). Appropriate comments regarding cleanliness of the mess hall and quantity/quality of the meal will be documented in the duty log book.

d. Alarm Instructions. Detailed guidance is provided in the duty binder.

e. Phone Calls for the Commanding General, Deputy Commanding General, or Chief of Staff, MCCDC. Detailed guidance is provided in the duty binder.

f. FedEx/UPS Deliveries. The HSDO will receive deliveries during the day from FedEx/UPS for people who belong to subordinate commands as well as for those who work in this building. Many packages are addressed to the MCCDC Headquarters, although the actual location of the recipient is often at Training and Education Command, Training Command, or elsewhere. Usually the shipping label will show a specific addressee and/or phone number. If the shipping label doesn't specify a recipient (gives only the major command),

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the HSDO can use the points of contact located in enclosure (1). All deliveries received by the HSDO will be logged in, and the person who receives the package from the HSDO will then sign the logbook to acknowledge receipt.

g. Cleaning Personnel. The cleaning crew will arrive around 1730 Monday-Friday. Either the HSDO or the AHSDO will escort the cleaning crew into the offices of the CG, deputy CG, chief of staff, and sergeant major, suites 221 through 227. Cleaning personnel don't need to be escorted into any other spaces. The names of the cleaning crew are provided in the duty binder. The cleaning crew responsibilities are located in enclosure (2). Prior to the cleaning crew's departure, the HSDO will complete a cleaning crew inspection checklist located in enclosure (3). This checklist remains in the duty binder and will be provided to the MCCDC sergeant major upon relief.

h. Ice and Snow. Refer to enclosure (4) for responsibilities and instructions regarding ice and snow removal. Questions regarding base closure conditions should be referred to the Public Affairs office hotline at DSN 278-3638.

i. After Hours. Detailed guidance is provided in the duty binder for problems/questions after hours that are not covered in the order or special instructions.

j. Identification Card Check

(1) During working hours (from 0500-2100), only visitors will be required to show their IDs (when they sign in to the visitor log). Between the hours of 2100-0500 (weekdays and weekends), check the ID of everyone entering the building except the following key personnel:

- (a) CG MCCDC,
- (b) Dep CG MCCDC,
- (c) C/S MCCDC,
- (d) Dir, Expeditionary Force Development Center, and
- (e) SgtMaj MCCDC.

(2) At anytime during the day (not just after 2100), the HSDO can ask for ID when the circumstances warrant it (e.g., when someone comes into the building whose manner leads the HSDO to

believe he/she does not belong in the building). Ensure that key personnel (listed above) are recognized on sight, whether in uniform or civilian attire.

k. Side Doors. The doors on the east and west sides of the building will remain secured throughout the day, to be unsecured only for deliveries. The hexagonal key on the duty ring unlocks both doors.

l. Daily Newspapers. Three newspapers are delivered to the building every weekday morning: (2) *Washington Posts* and (1) *Washington Times*.

(1) One *Washington Post* and the *Washington Times* are for Marine Corps Intelligence Agency (MCIA)—set these on the counter when you receive them and contact the MCIA duty at DSN 278-6114 for pickup. Take the other *Washington Post* and set it on the aide-de-camp's desk in the commanding general's office (suite 224).

(2) Newspaper deliveries are made early in the morning. Ensure that papers are retrieved quickly, particularly during inclement weather.

(3) Newspapers are not for HSDO use, nor are they to be discarded.

m. Marine Corps Times. The command duty driver at Lejeune Hall will deliver a copy of the *Marine Corps Times* to the HSDO every Sunday afternoon. Upon receipt, it should be placed on the secretary's desk in the commanding general's office (suite 224).

n. Red Cross Messages and Emergency Leave. Refer all inquiries regarding Red Cross messages or emergency leave to the command duty officer in Lejeune Hall (Building 3250) at DSN 278-4096/2707.

o. Marines Reporting In. Direct all Marines reporting in to MCCDC/MCB Quantico after hours to the Headquarters and Service Battalion officer of the day (Building 2006) at DSN 278-2261.

p. Maintenance/Telephone Service Personnel. Contact the MCCDC facilities manager at DSN 278-6066 when personnel from Base Maintenance/G-6 come to the building in response to a work request. After normal working hours and on the weekends, the HSDO will sign the work request and retained a copy to be provided to the facilities manager on the next working day.

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q. Fires. Dial 911 for assistance. Proceed to the scene, clear the building, and render assistance as needed. Contact the command duty officer at Lejeune Hall (Building 3250) at DSN 278-4096/2707 as soon as possible.

r. Bomb Threats. If a bomb threat is received via telephone, fill out the bomb threat checklist located next to the phone and send the AHSDO to the nearest phone to notify PMO at DSN 278-2252 and the command duty officer in Lejeune Hall (Building 3250) at DSN 278-4096/2707. The HSDO has the authority to order an evacuation. All bomb threats must be considered actual emergencies.

7. Special Instructions. The HSDO should check in with the MCCDC sergeant major or administrative chief between 1530 and 1630 on weekdays to receive any special instructions.

8. Standards of Conduct

a. Appearance

(1) Stand as personnel enter and exit the building. There are no exceptions, and this is for two reasons: to convey that the HSDO and AHSDO are alert and "on post" at all times, and to display military courtesy.

(2) The duty desk and duty room will be kept neat and clean at all times. Before completion of duty, remove/empty trash, change the linen in the duty room, and make the rack. In the event that clean linen is not available prior to turnover, contact the MCCDC facilities manager at DSN 278-6066.

b. Computer

(1) The computer will only be used as required in the conduct of official duties as HSDO. Personal Web surfing and use of personal e-mail are prohibited. Examples of authorized use include looking up location/room information for individuals within the building, sending out e-mails to individuals for whom FedEx packages have been received, and so on.

(2) The AHSDO is NOT authorized to use the computer except under supervision of the HSDO.

c. Reading Material. Reading is encouraged during non-working hours but will be limited to professional reading material (i.e., Marine Corps Institute courses, books from the Marine reading list or Marine Corps-related publications such as the *Gazette*, *Leatherneck*, etc.). College coursework is also permitted.

9. Action

a. Commanding Officer, Headquarters and Service Battalion. The CO HqSvcBn shall:

(1) Forward HSDO and AHSDO assignments to the Base Adjutant NLT the 15th of the month for the succeeding month using the format prescribed in enclosure (5); and

(2) Ensure all duties check in and post as directed in this order, and provide replacements as necessary.

b. Base Adjutant. The Base Adjutant will:

(1) Provide administrative support for the MCCDC Headquarters building duties; and

(2) Publish and promulgate duty rosters NLT the 20th of the month for the succeeding month.



J. K. SPARKS, JR.
Chief of Staff

DISTRIBUTION: A

POINTS OF CONTACT FOR PACKAGE PICKUP

ADDRESSED TO

CONTACT FOR PICKUP

Training Education Command/Training Command DSN 278-3727

Expeditionary Force Development Center (EFDC) DSN 278-2577

NOTE: For divisions within EFDC, contact the appropriate division
administrative office. Numbers are in the MCCDC/MCB Staff
Directory.

CG Administrative Office DSN 278-2756

Marine Corps Intelligence Activity DSN 278-8044

Classified Material Control Center DSN 278-6264

ENCLOSURE (1)

CLEANING CREW RESPONSIBILITIES

1. Monday-Friday the Evening Cleaning Crew's Responsibilities are as Follows:

a. Common areas to include ladder wells (one in the center and two on either end of the building).

(1) Floors. Damp mop all floors without carpet. Sweep all floors before mopping. Floors will be mopped with an approved cleaning solution to remove dirt, streaks, smears, and stains.

(2) Carpets. Vacuum all carpeted areas and rugs.

(3) Waste Containers. Empty all waste containers and replace plastic liners.

(4) Dusting. Clean and dust all furniture, partitions, equipment, hand railings, grills, horizontal ledges, and sills. Wipe all walls, doors, and partitions clean to a height of 7 feet.

(5) Mats. Each time floors are swept, dust-mopped, or vacuumed, clean walk-off mats in the area.

(6) Glass. Thoroughly clean both sides of all door glass, partition glass, and display cases.

b. Restrooms and Shower Rooms

(1) Fixtures. Clean all restroom fixtures, including showers, urinals, lavatories, and sinks inside and out.

(2) Waste Containers. Empty all waste containers and replace plastic liners.

(3) Floors. Mop all floors with a disinfectant. Flush all drains with disinfectant.

(4) Walls/Partitions. Clean all stall partitions, walls, and doors free of dirt, stains, and graffiti.

(5) Mirrors/Metal Fixtures. Clean and polish all mirrors, metal fixtures, and hardware.

(6) Supplies. ensure all supplies are clean and full.

ENCLOSURE (2)

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2. Monday, Wednesday, and Friday Office Spaces

- a. Carpets. Vacuum all carpeted areas and rugs.
- b. Waste Containers. Empty all waste containers and replace plastic liners.
- c. Dusting. Clean and dust all furniture, partitions, equipment, hand railings, grills, horizontal ledges, and sills. Wipe all walls, doors, and partitions clean to a height of 7 feet.
- d. Mats. Each time floors are swept, dust mopped, or vacuumed, clean walk-off mats in the area.
- e. Glass. Thoroughly clean both sides of all door glass, partition glass, and display cases.

CLEANING CREW INSPECTION CHECKLIST

1. In the evening, after the cleaning crew has finished, perform a spot inspection and check off the items listed below. List discrepancies in the designated area, then sign and date.

a. Common Areas

- ☐ Floors
- ☐ Carpets/Rugs
- ☐ Waste Containers
- ☐ Dusting
- ☐ Mats
- ☐ Glass
- ☐ _____

b. Restrooms and Shower Rooms

- ☐ Fixtures
- ☐ Waste Containers
- ☐ Floors
- ☐ Walls/Partitions
- ☐ Mirrors/Metal Fixtures
- ☐ Supplies
- ☐ _____

c. Office Space Cleaning

- ☐ Floors
- ☐ Carpets/Rugs
- ☐ Waste Containers
- ☐ Dusting
- ☐ Mats
- ☐ Glass

2. Discrepancies: _____

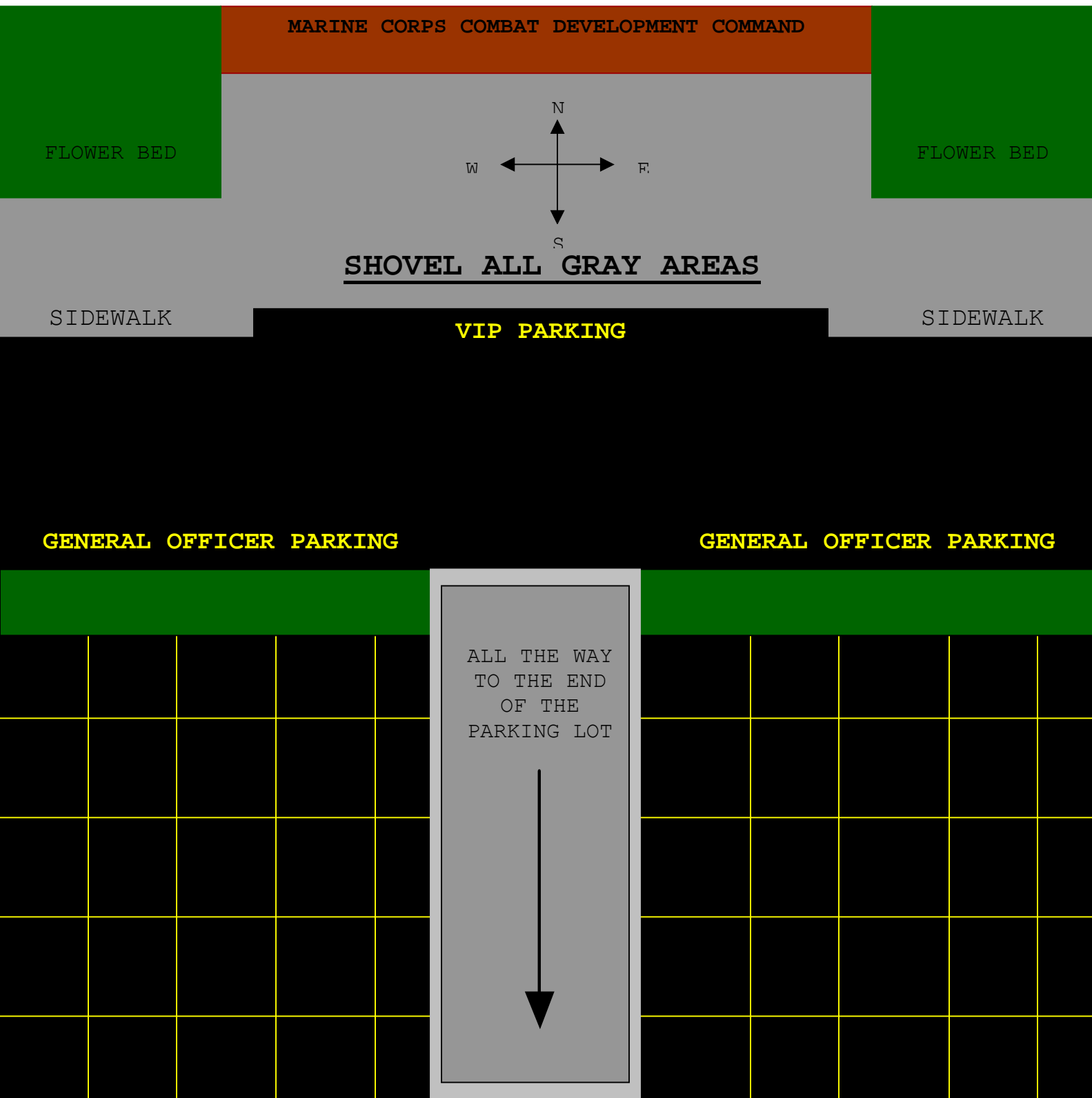
Sign: _____ Date: _____

SNOW REMOVAL AND COLD WEATHER RESPONSIBILITIES

1. If the weather is below freezing at 0515 use the chemical deicer on any patches of ice that developed. Pay particular attention to handicapped parking spaces and the very front rows of parking and the walkways. (See appendix A of this enclosure; shaded areas are to be free of snow and ice) The deicer and shovel are located on the loading dock on the west side of the building. Use the deicer sparingly; a little goes a long way.
2. Should an accumulation of snow (over 10 inches) develop overnight call the brig and arrange for prisoners to come and shovel the snow at MCCDC. After normal working hours the brig supervisor or the duty may be reached at DSN 278-2718/2719 or 378-6155.
3. The sidewalk directly in front of the building and the walkways going through the parking lot must be clear of snow. The duty must also ensure the sidewalk going from the main entrance to the side door on the west side of the building is clear.
4. Facilities Maintenance is responsible for snow removal in the parking lot. The first priorities are the roads and housing, followed by MCCDC. If the snow is not getting removed, after normal working hours, call DSN 278-2072 to report the problem. During working hours, contact the facilities manager at DSN 278-6066/(571) 221-8687.
5. For a snow report please call DSN 278-3638 and then refer to appendix B of this enclosure for conditions.

ENCLOSURE (4)

SNOW REMOVAL DIAGRAM



BASE WEATHER CODES

MCB Quantico has four distinct weather codes by which we manage base operations during inclement weather. In the event the duty needs to know the current weather code, contact the Public Affairs Office (PAO) Hotline at DSN 278-3638.

DURING POSSIBLE SNOW CONDITIONS, DECISIONS WILL BE MADE DAILY AT 1500 FOR THE FOLLOWING DAY'S BASE CLOSURE CONDITION VIA LAN MANAGER AND LOCAL RADIO AND TELEVISION STATIONS. ALL OTHER INFORMATION CAN BE OBTAINED THRU THE PAO HOTLINE.

CODE GREEN (Condition Normal): The Base is open on time. Employees are expected to report to work on time. *Local radio and television stations will not announce Code Green.*

CODE YELLOW (Open With Reasonable Delays): The Base is open on time. Reasonable delays for reporting to work are excused. Liberal leave may be authorized. *Will be announced on local radio and television stations.*

CODE BLUE (Open At Specified Time): The Base opens at a specified time. Liberal leave may be authorized. *Will be announced on local radio and television stations.*

CODE RED (Closed For Non-Essential Personnel): Weather conditions are severe and the Base is closed for normal operation, only emergency and essential personnel are expected to report to work. *Will be announced on local radio and television stations.*

During a CODE RED all MCCA services will be closed (i.e., 7 Day Store, Gas Station, Main Exchange, Commissary etc.), private vendors off-base may be closed as well.

Updates to weather conditions and base operations will be passed over the following TV and radio stations:

<u>TV CABLE CHANNELS</u>	<u>FM RADIO STATIONS</u>	<u>AM RADIO STATIONS</u>
MCB 49	FM 93.3	AM 630
WRC-TV 4	FM 95.5	AM 1230
WTTG-TV 5	FM 99.3	AM 1350
WJLA-TV 7	FM 101.5	AM 1500
NEWS CHANNEL 8	FM 107.3	AM 1650
WUSA-TV CH 9	FM 107.7	

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FORMAT FOR DUTY WATCH NOMINATION SUBMISSIONS

LETTERHEAD

In reply refer to:

1601

[Code]

[Date]

From: Commanding Officer, (Unit)

To: Commander, Marine Corps Base, Quantico (B 013)

Subj: CDSNCO, CDD, CACO DUTY WATCH ASSIGNMENTS FOR [MONTH]
[YEAR]

Ref: (a) MCBO 1601.1D

Encl: (1) CDSNCO Assignments
(2) CDD Assignments
(3) CACO Duty Assignments

1. The enclosed duty nominations are provided as directed by the reference.

M. N. COMMAND

ENCLOSURE (5)